

MEMORANDUM FOR THE RECORD

SUBJECT: Manpower Survey - Tentative Procedure

PHASE A - PREPARATORY RECORD CHECK

- Step 1. Obtain the following as pertains to each Division:
 - a. Copy of latest payroll run--both SE's and SA's, headquarters and field.
 - b. T/O listing of positions--headquarters, field and projects.
- Step 2. From official position inventory records in ADP, list slotting of individuals by name and grade on T/O listing lb. above.
- Step 3. Check T/O listing of incumbents to positions with payroll records in the Finance Division to ascertain who is being paid at headquarters and who in field, and consolidate pertinent information on individual work cards, i.e., where slotted, where paid, where actually working, status.

Anticipated results: Findings

The completion of the three steps outlined above, should show, insofar as official records and payrolls reflect, those individuals:

- a. Slotted against one T/O but working in another element.
- b. Double slotted.
- c. Unassigned, surplus, undetermined, etc.
- d. In headquarters in one T/O slot but paid from some other allotment account.
- e. Slotted against field T/O's but actually working in headquarters and being paid from unvouchered funds; how long these individuals have been in headquarters and why.
- f. Such other discrepancies as may be noted from the records.

PHASE B - DIVISION SURVEY

- Step 1. Check individual summary cards, resulting from above, with position inventory records of the Division Personnel Branch.
- Step 2. Check individual record cards with offices, staffs and branches of the Division to determine actual duty assignments of those working at headquarters. This should be a personal check with each individual, inquiry as to title and grade, duty assignment, and comparison of facts with official records.

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Step 3. Summarize findings including:

- a. Total number slotted against field (UV) but working at headquarters.
- b. Total number slotted against headquarters (V) but working in field.
- c. Total number "double slotted" at headquarters and total on field T/O's.
- d. Total unassigned with general description or exploration of reasons therefor. Check out all unassigned and surplus with Career Service Boards.
- e. Chart showing totals by slot grade and incumbent grades of all slottings of individuals more than two grades below the slot grade.
- f. Detailed listing of all employees at headquarters who are [REDACTED] showing name, grade, position title, last duty assignment overseas, reason for maintaining [REDACTED] [REDACTED] length of present tour at headquarters.
- g. Other appropriate summaries.

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PHASE C - ANALYSIS OF FINDINGS

Though this outline would first apply to FE Division, after a sufficient coverage of DD/P divisions and staffs were covered the problem could be reduced to the development of:

Conclusions

- a. Summary of causes or reasons for conditions disclosed in survey.
- b. Summary of effects of conditions outlined.

Recommendations

- a. With regard to the developing, processing general maintenance and use of a T/O.
- b. With regard to the use of personnel at headquarters who are slotted to field T/O's and paid from (UV) funds.
- c. With regard to use of [REDACTED] personnel at headquarters.
- d. With regard to the use of personnel in the field who are slotted against headquarters T/O's and paid from (V) funds.
- e. With regard to the possible use of a pool T/O or similar T/O for the isolation of individuals awaiting reassignment, undergoing extensive training, unassigned, surplus, etc., rather than blocking slots with such individuals.
- f. With regard to maximum spread to be permitted between T/O slot grade and grade of incumbent.

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- g. With regard to any other sound conclusions reached.
 - h. With regard to the development and implementation by published [REDACTED] Agency Regulation of necessary policies and procedures resulting from recommendations.

i. With regard to feasibility of manning tables, average salary and/or average grade control system in lieu of T/O's [REDACTED]

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